How to Read a Book Technically
a guide for beginners

Damayanthi Gunasekera
How to Read a Book Technically
Dedication

This book is

Dedicated to

My dearest parents
Acknowledgement

I am very grateful to Prof. Jayasiri Lankage, a beloved teacher and a mentor of my professional career, who persuaded me to write this book.

Sir, your valuable guidance, insights and ideas were very helpful to enrich the content of the book. Thank you so much for that.

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Preface

Cataloguing skills of the LIS professionals is necessary to manage the library resources in the new millennium. Cataloguing is an integral part of the organization of knowledge. Organization of information through cataloguing is an essential part in the role expected from LIS professionals. Today, LIS professionals work in an automated environment. Indexing of information is done by using computer programmes. In an automated catalogue, keywords, each word of the title, name of the author, name of the publisher, series are used as access points. In indexing, keywords are more important than other elements. The cataloguers need to understand the subject of the library material before assigning class numbers. Then keywords should be generated accordingly. After that only bibliographic description should be written as an entry and entered in to the database.

The supportive role played by the librarian will not be helpful if the library materials are disorganized in the library. Hence those newcomers to the library profession have to learn the organization of knowledge by the processes of cataloguing, classification and indexing. If materials that are available in the library are not properly organized and indexed, in what ever environment whether online or offline, users as well as staff will not be able to locate information quickly. Therefore, professionals must gain practical experiences in cataloguing and classification. Otherwise the organization of knowledge cannot be done in a methodical way.

As a preliminary step it is necessary to read the book to understand the subject which is most important in cataloguing. Reading a book from beginning to the end is not
practical. Cataloguer should know technical reading. Technical reading helps a cataloguer to understand what and where to search for necessary authorized information that is needed for cataloguing.

The purpose of this booklet is to assist students who study Library and Information Science courses and to enhance their subject knowledge on cataloguing. It covers technical reading, art of early communication, evolution of the book and its parts. In addition to that it explains where authorized information is available and which sections are important for cataloguing.

It is hoped that the simple steps outlined, would assist beginners in the profession to enhance their knowledge about technical reading and the sections of the book. The ideas and suggestions given are based on the personal experiences gained via the teaching of the subject. It is an accepted fact that a teacher/lecturer cannot cover all the details in the classroom. It is also known that there are very few books available in the LIS field written by local professionals. This book was written with the hope of filling those gaps and to share the knowledge and experience with newcomers to the field.

In conclusion, I request the reader to read this book and improve your knowledge and enhance your skills by indulging in the activities assigned.

Damyanthi Gunasekera
10.10.2014
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**List of abbreviations**

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<thead>
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<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>AACR</td>
<td>Anglo-American Cataloguing Rules</td>
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<tr>
<td>A.D</td>
<td>Ano Domine</td>
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<td>APA</td>
<td>American Psychological Association</td>
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<td>B.C.</td>
<td>Before Christ</td>
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<td>BNB</td>
<td>British National Bibliography</td>
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<tr>
<td>CD</td>
<td>Compact Disk</td>
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<tr>
<td>CIP</td>
<td>Cataloguing-in-publication</td>
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<tr>
<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>ISBN</td>
<td>International Standard Book Number</td>
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<tr>
<td>LIS</td>
<td>Library and Information Science</td>
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<td>MARC</td>
<td>Machine Readable Catalogue</td>
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<tr>
<td>NLDSB</td>
<td>National Library &amp; Documentation Services Board</td>
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<tr>
<td>SMS</td>
<td>Small Message Service</td>
</tr>
<tr>
<td>URLS</td>
<td>Universal Resource Locator</td>
</tr>
<tr>
<td>UK</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>UNESCO</td>
<td>United Nations Educational Scientific Cultural Organization</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume</td>
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<td>WWW</td>
<td>World Wide Web</td>
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Chapter 1

Introduction

The three pillars of information, namely, people (society), technology (IT) and information (Library and Information Science and related disciplines) seem to be an acceptable framework to inculcate the skills and competencies of future information professionals. With the development of IT (Information Technology), and the World Wide Web (WWW), the networked information society came into existence. The Internet has dramatically increased the range of information available for users and the way, in which it is delivered, due to which access to information has been improved. Similarly, the expectations and demands of the library users have also changed. Further, the capacity of different e-services and learning resources through the Internet and WWW has enhanced accessibility. Due to these changes, the role of the information professionals has changed dramatically.

Organization of information is one of the main roles played by the Library and Information Science (LIS) professionals in the past, at present and in the future too. As we live in an electronic environment today, documents are available mainly in two different formats, in printed and electronic forms. Books too are available in both formats, as printed and
All documents try to provide some information to its readers in whatever form. However, it is essential to understand the format as well as the subject content of the library materials by the LIS professionals before they are catalogued.

A cataloguer (a person who organizes bibliographic information) works constantly with printed books though we live in the digital age. Therefore, it is necessary to acquire a certain sense and techniques of books to deal with them. Books are endowed with material and mental value. Both these values are described in cataloguing. Analyzing both values of a book is useful to the cataloguer and reader.

It is also important for the cataloguer to be aware of the details that are needed for cataloguing and be conversant with the location of information inside the book. It is necessary to read the book or the document to obtain such details. But reading each book from beginning to end is not practical. Further, it is time-consuming and boring, except in instances of pleasure reading.

Therefore, the cataloguer has to learn how to read a book technically before starting the cataloguing process. Basically technical reading will help a librarian to understand what and where to search for necessary items of information that are needed for cataloguing.

**Technical reading**

Technical reading is “a strategy you can use to obtain a great amount of information in a short time from textbooks, Professional journals and other technical materials” (https://www.google.com/search?q=what+is+technical+reading).

Technical reading requires different skills than you require for pleasure reading.
Organizing, summarizing, skimming, and capturing the main idea are just a few skills needed to process information efficiently because in the present world, there is so much of information available and it can be overwhelming. Learning how to handle the quantities of information, and how to process them, is an extremely important skill that any person should have.

Generally, when we require any information we go to the library and peruse books. First we look at the cover page of the publication and then go on to colourful pictures. A picture can give us a clue to the topic that we want to read or study. The title appearing on the cover page is an indicator of the subject of the book, whether the book is for beginners or someone advanced further. That information is sufficient for general readers to understand the subject and to decide the necessity of further reading. But librarians require more understanding about the publication when cataloguing it. Hence the cataloguer needs reviewing and surveying skills of the content and cataloguing practice to make the cataloguing process easier.

Librarian or the cataloguer cannot depend on the title of the publication and has to review the text pages which includes content, introduction, chapters and end pages as all these details should be included in the catalogue card (an entry). It is required to review the table of contents to understand how many chapters, sub-chapters are included. It is also needed to know whether the text has a glossary, index or bibliography. Further, the procedure of reviewing chapters is also required to find pictures, figures, photos, and plates etc. that are available in the text. Further, surveying the chapters is necessary to pick out key words. Surveying the chapters run through four steps.
First you have to
• read the summary, then
• glance at the headings and sub headings, and
• skim over the first sentence of each chapter, lastly
• pick out key words.

Hence, cataloguing is not an easy task and a cataloguer requires so many skills and experiences to fulfill the task. Out of all the skills, reading skill is very important as it helps to grasp the information that we need from any source. Considering all these factors chapter break down was done as follows and themes of each chapter is given here in table 1.

Table 1 - Themes of the chapters

<table>
<thead>
<tr>
<th>Chapter</th>
<th>的主题</th>
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<td>Chapter 1</td>
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Now you are going to read and learn matters related to the reading skills, process of reading and the different methods of reading.

1.1. Reading methods
The ability to read is one of the most important, most useful skills a person can have. Reading is becoming more important in everyday life. Why is that?
The reason is simple. No matter what kind of work you do, you must be able to read to do your job well.

However, reading is a complex and cognitive process of decoding symbols. That implies translating symbols into sounds or visual representations of speech. It is a complex interaction between the text and the reader. The interaction between the text and the reader is shaped by prior knowledge, experiences, attitude of the reader and language community which is culturally and socially situated. The reading process requires continuous practice, development and refinement.

There are three types of knowledge, practical, informational and comprehensive. You get practical knowledge by doing something. Informational knowledge can be gained by reading books and other publications. Lastly the comprehensive knowledge could be gained through the communication process.

There are two main purposes of reading.

- reading for pleasure
- reading for information

You can read anything for pleasure but reading for information should be done purposefully. Because, it is done in order to find out something or to do something with the information you get. Further, as stated earlier it is for informational knowledge.

There are two aspects of reading,

- intensive reading
- extensive reading
Intensive reading implies reading a text or content with more attention to understand the content. Reading longer text for information is extensive reading. However, whatever classifications we try, final result of reading any book, article, notice or chapter is to comprehend the content. Comprehensiveness depends on the speed of reading therefore, and it is necessary to adjust your reading speed to maximize the comprehension of the text.

Clearly, reading each case is different. If you are reading the telephone directory or a school timetable, you just find the information you need as quickly as possible. It is time consuming to read the entire material.

If you are reading a novel, you will probably be following the narrative, and you need to start at the beginning and read through to the end. If you read a poem, you will probably concentrate on each word with a lot of attention. If you are reading a textbook or an article in a journal, you will not probably use both these methods. You might read the introduction to get an idea about what the article or chapter deals with, and then go through it to find the information you need.

1.2. Different ways of reading

There are several ways and levels of reading. They are linier reading, block reading, selective reading, active reading and SQ3R reading. (S=skim, Q=questions, 3R=read, recite, review) But only two basic reading methods that are given below are discussed here for your knowledge.

Two basic ways of reading are called “skimming” and “scanning”.
1.2.1. Skimming

"Skimming" is reading through something just to get an idea of its contents and argument or quickly running one's eyes over a text to get the gist of it. For example, this is the way you might read a newspaper article, or a chapter in a textbook. If you find it interesting or think it may be useful, you probably then look at it again in more detail. A cataloguer needs skimming reading skills to review content and chapters of the publication.

1.2.2. Scanning

"Scanning" is quickly going through a text to find a piece of information. For example, it is the way you read a timetable or a list of information like the phone book or telephone directory. You ignore what is not necessary and look for the specific details you need, a key word or number perhaps.

As a cataloguer, you can get the ISBN number or year of publication from the book by scanning.

If you are aware of these different methods of reading, you can save time and make your reading and studying more successful.

There are three different levels of reading.

The first level of reading is the reading at the basic level.

The second level of reading is called "inspectional reading." This comes in two parts,

(a) Skimming or pre-reading
(b) Superficial reading.
Skimming is, as described earlier, a fast reading technique. It is used to obtain the gist of a piece of text (quickly identify the main idea in the text). Further, it is used to obtain an overall sense of a piece of the work. This can be achieved by,

- reading the title, table of contents, preface, editor's note, introduction, blurb, etc.

- reading the index to see the major themes, topics, ideas, and terms the author will be discussing.

- in reading the first couple of pages and the last couple of pages of the book while, flipping through the book and dipping in here and there.

Skimming is a good method that needs to be practiced by the cataloguer as the cataloguer cannot read the whole book.

1.2.3. Superficial reading

Superficial reading is the second part of inspectional reading. To become a superficial reader, you must read through the entire book at a fast pace without stopping to think about terms you're unfamiliar with, ideas you don't immediately grasp, and points which are footnoted for further inspection.

By practicing both reading methods you will be able to find answers to problems that you face day-to-day and as a cataloguer can save the time.

The third stage of reading is called “analytical reading”.

1.2.4. Analytical reading

Analytical reading includes three stages and it has various rules.
**Stage one:** Rules for finding out what the book is about.

Classify the book according to its kind and the subject matter. This is also referred to as pigeonholing a book. How do you classify?

Check whether it is a poem, a play, an epic, a work of philosophy or theology, history, science, etc.

Guess whether it is theoretical or practical.

(i) A theoretical book reports facts, offers arguments, or offers insights or understanding of a position.
(ii) A practical book tells you how to live or how to do something.

**Stage two:** Clearly state what the book is about.

That is, the main theme or point of the book. It is stated in a sentence, paragraph at most.

In this stage we try to identify what the book is about, not what kind of book it is.

**Stage three:** Outline the book

In this stage basically, you can understand the basic structure, the construction of the major themes and arguments, how the book proceeds and the skeleton of the book. (http://www.docstoc.com/docs/10064614/Technical-Reading-of-a-Book)

As described above, scanning gives an outline about the text but you will not learn what the text is. Scanning is used to obtain specific information from a piece of text. You can get key words by scanning the introduction and paragraphs of a book. Generating key words for publication is very important
in cataloguing and classification of library materials because proper key words will lead to better accessing of relevant information.

Now you are going to read about the book. After reading the next chapter, you should be able to define what the book is. explain rector. verso pages and mention information available in the title page and verso of the title page.
Chapter 2

Definition of a book

The word 'book' is a part of every day conversation of people who live in modern society. As all are aware about it, how it is made and how it is used. Today it is available in various forms such as printed and electronic versions. However, the first books were known as manuscripts. Manuscripts were produced manually in the early days. Due to that the first books were not shaped as they are today.

A book is made up of leaves. Leaves of books are made from paper. A book should contain 48 pages to call it a book.

A page can be defined as

"one side of a leaf in a book, usually with graphic information and with a number to show its proper position in a book" (Blyden, 1987).

The shape of the page is dependent on the book format. It means that books can either be square, upright (upright oblong), or horizontal (horizontal oblong).

Each leaf consists of two pages. One is the recto page and the other is a verso page. This applies to all the pages of the book. A recto is the right-hand page of a book. The other side of the leaf is called verso page. Title page of a book is recto page (see the appendix-1) while other side of the page is verso page. When you see figure -1, given in next page, you can have a clear picture of the (verso of the title page) verso page.
Figure 1 - Verso page
Definition of a book

Note the information contains on verso of the title page and try to finish activity - 1.

Activity- 1
List information available in the verso of the title page.

You may have experienced reading various types of books for different purposes. The purpose of reading can be for information, entertainment or general.

All readers have an idea of what material they should refer to fulfill their purpose. The entire text of a publication may not be read for any purpose except for leisure. Therefore, you should know as a cataloguer, how to look for information that is available in a book and how to access them quickly. Now let us see the definition of a book.

According to Harrod’s librarians’ glossary (1990), a book is a set of blank sheets of paper bound along one edge and enclosed within protective covers to form a volume, especially a written or printed literary composition presented in this way.

Further, a book is a division of a literary work, which is separately published and has an independent physical existence.

At a UNESCO conference on book production held in 1964, the book was defined as a non-periodical printed publication of at least forty-nine pages, exclusive of cover pages, published in the country and made available to the public.
However, a book is a collection of printed leaves fastened together to form a volume or a bibliographical unit. Production of books started in early days with the development of writing skills of the early men and finding of the alphabet.

Now, your attention will be drawn to early writing methods and materials.
Chapter 3

The art of early writing

Today, people use different methods and ways to communicate their ideas with others. Communication means passing messages or exchanging ideas with somebody. There is a process of sending messages to others. The process includes that there should be a sender (a person who sends a message), a message, delivery method (by post, e-mail, phone, fax and sms etc.) and a receiver. But there were no different methods of sending messages in prehistoric times.

In prehistoric times men lived in caves. Early men started to write symbols and draw pictures on walls in caves using coal. First they started to draw pictures of animals and other creatures or objects that they see in their environment. They did not have any idea of the meaning of those pictures but they drew on walls whatever they saw in their environment. It is evident that when you see the picture given in figure-2 as it contains different pictures of animals, symbols and things. Later, they started to draw series of pictures in a row to make a picture story instead of one picture.
This kind of earliest form of writing was known as pictographic writing. That means, starting with one picture, which in course of time, would develop into a series of pictures in a row to make a picture story. In that manner, early men used to record important events with the hope of sharing their ideas and thoughts with fellow men. See the picture given below in figure - 3 and it is a pictographic story presented by a Chinese storyteller. You can clearly notice the development of their writing style when you see the figure 3. It is systematic than earlier one.
The next stage developed as ideographic, instead of pictographic images; men began to write the 'idea' he had in his mind on an external surface. These ideas may mainly have been drawn for the first time in the history from the context of his life, labour, social practice and environment using symbols for expression. An example of the use of symbol is that the picture of the 'sun' is considered as a 'day'. Due to that the early men had to use thousands of symbols to express their ideas to others as given in figure - 4 below.

![Figure 4 - A symbolic story](image)

The use of thousands of symbols was a difficult task to continue. However, there was a progress from the expression of images to the expression of ideas in this period. The most significant thing that happened during this time was that the early men considered their drawings as representations of their ideas. With that the concept of ownership to the intellectual content came into existence. This was a very definite step forward in the history of human writing and an important landmark.
Ideographic symbols evolved out of the environment, practices, beliefs and living conditions of particular human groups (Mexican tribe) who used these symbols. Hence it is evident that various types of ideographic writings represented intellectual and mental skills of each group. According to Morley (Morley, 1946) and the Wisdom Series, Daily News, (2013) the best ideographic writers belonged to the Mayan civilization.

We will now look at the third stage of writing which is called the 'Phonetic stage'. Variations were evident in styles of phonetic writings. But there was neither picture value nor idea value in those symbols; it had only the sound value. As a result of using many symbols which had sound value in their writings, the concept of alphabetic letters came into existence. Identify more different symbols and note the few pictures used in figure - 5 below.

Figure 5- A symbolic picture
You can now understand how early men communicated with others using pictures, series of pictures and symbols. You also can clearly note very similar pictures used in pictographic writings, but later on how variations took place in ideographic stage, and how mere sound value were pictured in symbols in the phonetic stage.

Therefore, this is the ultimate step in which we see the birth of the alphabet. Sumerians were the first community who found an alphabet which is considered as the oldest alphabet.

In addition to that the modern road signs that exist today, exemplify the practical utility of this type of symbolic writings. Later man started to use a mixed method of expressing his ideas using all three stages. Apart from that, there were the early men who wanted to find different writing materials to record their ideas. As a result of that, different writing materials like soft clay tablets, leaves, bark of the trees etc. were utilized later.

Now your attention will be drawn to history of writing in Sri Lanka.

3.1. History of writing in Sri Lanka

The earliest, permanent written records in Sri Lanka (SL) earlier called as Ceylon, were rock inscriptions dating from 3rd century BC, from the time of the arrival of Arahat Mahinda Thera. The other materials used for writing at that time were slabs, pillars, metals and gold plates. Later people started writing on leaves of trees. After the advent of Buddhism to Ceylon, commentaries to the Buddhist Pali Canon were written down on leaves. All information were carried forward by monks through the oral tradition. But the most important event in the history of writing and making of books in Ceylon took place during the time of King Vattagamani Abhaya.
It is writing down the Tripitaka in pus-kola was the significant event that was happened in SL during that period.

That was the landmark of writing history in SL. In this way, the traditional method of writing on the Palmyra leaves and making them into 'books' has been an art, that has been practiced in Ceylon for many centuries. The book made out of Palmyra leaves is called the poth-gediya and each leaf is called a path-iruwa. A gathering of sixteen leaves is called a pat-kattuwa. The leaves prepared for writing are called puskola. Pictures of Potha-gediya & Path-iru are given below.

Figure 6 - Potha-gediya & Path-iru

In ancient Ceylon, kings were enthusiastic over the production of books. A considerable number of literary activities were carried out during the reign of King Parakramabahu - iv and the literary upsurge went on to the Kotte period. Works like Kavyasekeraya and Sandeshas such as Salalihini and Paravi were written by the poets of this period. These manuscript books were kept in libraries called poth-gul. Sri Lankans moved from the manuscript book straight into printing with the introduction of printing by the Dutch in the 18th century.
The Dutch established the printing press in Colombo in 1736 and started printing books with the aim of spreading their religion. They wanted to publish their religion in native languages and started learning Sinhala and Tamil languages. As a result of that, a number of books were translated into these two languages. Translation of a part of the 'Gospel of Matthew' into Sinhala is a good example for that.

The Acts of Apostles were translated into Sinhala with the help of two Sinhalese interpreters. As a result of certain Dutch professionals acquainting themselves with Sinhala, in 1737, Joannes Ruell published the first book printed in Sinhala as given in figure -7, with woodcut Sinhala type (Kularathne, 2006). Currently, this book finds pride of place in the British Library and copy is available in Sri Lanka National Library (NLDSB) also (Published year 1738).

Figure 7 - First book printed in Sinhala
In 1797 the British invaded the coastal areas of Ceylon and the Dutch printing press was seized from the Dutch. This happening resulted in the introduction of several printing machines. As a result of that the number of publications have been increased. In 1802, the first periodical, the Ceylon Gazette was published by the British. With that attempt, different forms of publications also came into existence and are being continued to the present day.

After reading the next chapter you should be able to describe evolution of the book from early days to present.
Chapter 4

Evolution of the book

As books have now reached the 21st century with the creation of the increasingly popular e-book format, I thought it would be a good idea to retrospect on the evolution of the book.

The book has undergone so many changes before advanced printing was known to the word. In the inscriptive records of Egypt, rock books were found. Instead of the printed word and book, the inscribed words and the inscribed books were available. Ancient people started writing on rocks, copper plates (used in ancient India), walls of temples, surface of tombs (e.g. Tablet of Abydos), pyramids, sheets of thin ivory and wooden tablets.

Later, around 3000 B.C. in Babylonia, Egyptians and regions around them started using soft clay tablets to record their daily income and court decisions. Those scripts were known as Babylonian cuneiform because they were written in Babylonian cuneiform alphabet and not in the Egyptian language.
Figure 8 - Cuneiform script clay tablet

Figure 8 given above illustrates a clay tablet written in Cuneiform letters. In the twenty-third century B.C., Assyrians had authentic clay tablet libraries which were open to the public. Ashurbanipal was the first librarian who protected over 30,000 clay tablets. The best example for clay tablet is 'Tell el Amarna' tablets, given in figure 9 below, as they are known today, now being housed in the British Museum.

Figure 9 - Amarna clay tablet
In the tomb at Abydos, there is an inscription known as the biography of Unas, which records the invasion of Palestine by Egyptians, and the making of canals, boats, etc. (Marshall, 1983). Thompson (Thompson, 1940) uses the term 'Brickyard libraries' for ancient collections of clay tablets and for wall collections. Among the clay tablets, an interesting finding was of a 'passport and an assurance of safe conduct' (Marshall, 1983).

The first important development in bookmaking took place around 1200 B.C., when the Egyptians developed writing materials from the papyrus plant. The fibrous element inside the Papyrus plant was taken to make writing materials.

There are several steps in the processing of the Papyrus paper (a very thick paper). The stalks are soaked in order to remove the green rind, and then split into thin strips. These strips of soft pith were arranged in two vertical and two horizontal layers, then pounded with a stone or mallet and dried to form a single sheet which was rubbed with a stone or shell to create a smooth texture for the application of ink or paint. (http://classroom.synonym.com/process-papyrus-papers-ancient-egypt-10681.html)

Once the material is ready to write, art of writing started. After being written upon, the sheet was rolled until it was ready to be used. A picture of the papyrus role is given in figure - 10 next page.
The papyrus books were always rolled out horizontally and the text occupied inside was split into columns. Papyrus was widely used in the classic ages of Greece and Rome. This method of writing was used extensively until the 8th century. With the development of writing skills, a standard writing method was developed during this period.

Different kinds of writing materials were used in various countries at various times. These included as stated earlier, leaves, bark of trees, various kinds of metals, bamboo and silk. The usage of silk cloths and bamboo (by Chinese) as writing material was very low because the silk was very expensive and bamboo was too heavy. After the 3rd century, another writing material called parchment was developed in Europe. Parchment was prepared using animal skins. Parchment is a thin material that is made from calveskin, sheepskin or even goatskin and was first developed as a substitute to papyrus. If the material was made out of goat or sheep skins it was called 'Parchment' and if it came from calves skins it was called 'Vellum'. These skins were soaked in lime and then stretched over a frame. The hair was scraped off and the skins were smoothed before images were written on the surface (Blyden, 1987).
It was recorded that wax tablets were also developed by the Romans and Greeks at this time. The tablets were essentially blocks of wood which were coated in wax allowing them to be written upon using a stylus, and later erased for re-use.

The Chinese are also credited with the invention of printing from wooden blocks. Images were carved in reverse into these blocks. Many copies could be made from the same block. This was a great development and it happened in the fifth century. However, this system was very difficult as there were thousands of characters in Chinese language.

However, these writing materials were rougher than papyrus and heavier and expensive. Other writing materials that they used at that time were wooden blocks, bones, bamboo slips, wooden boards and even tortoise shells. These things were not only heavy but they also took up a lot of space and were hard to carry. Due to these difficulties, they felt that those were also not fit for their necessities. Therefore, ancient people thought that a light, smooth and inexpensive writing material was needed.

In 105 A.D., such a writing material was invented by the Chinese. This material was 'paper', a name that has been derived from the word papyrus. Cai Lun invented paper as a writing material using paper pulps. The process of making 'paper' as recorded: first take the bamboo fibers and the inner bark of a mulberry tree. Then water is added to them and the substance is pounded using a wooden tool to make a pulp. When it is pounded thoroughly, the whole mixture is poured over a flat woven cloth letting the water drain out. When it was dried, only the fibers remained and that was called 'paper'. It was a lightweight good writing surface. Due to that, it became popular among other countries and it has gone in to use even today though the materials that are used to make them and the process of making paper have been changed.
The paper pulp was made out of vegetable fibers, mulberries, barks of the trees, hemp, old linen rags and even used fish nets while wood fiber, plant fiber, recycled newspaper, vegetable fiber and recycled cloths are used for papermaking today. (http://en.wikipedia.org/wiki/History_of_paper)

It was around 400-600 AD that the first illustrated handwritten manuscripts emerged. The very first book, given in figure - 11, is printed on paper in China, using a block of wood that had characters carved in reverse relief. Ink was then placed on the block of wood to create a print on paper.

![Figure 11 - First book on paper](image)

With the passing of time, use of paper for writing was spreaded to other Asian countries also. Accordingly, book printing was started by others. The very first book printed in Japan called 'Vajra sutra' is given in figure - 12 in next page.
The written material as you can see in the picture above was kept as rolls. It was replaced by a form of present day book in the 5th century A.D.

Now you know how paper was invented and what were the writing materials used. You are going to read about how the book was formed next and how concept of library came into existence.

4.1. Brief history about early books

The early books were manually produced or transcribed using brushes, pens or pencils. The materials used as writing surfaces included as mentioned earlier, parchment, papyrus, vellum and paper. These were kept as rolls after writing. These roles were held by sticks on both ends of written material as shown in figure -12 above. If someone wanted to read, one had to unroll the written material to make the particular section appear at a time. This unrolling action was a very difficult task and early man wanted to find a better way of opening those roles.

As a result of that, the Romans created another method for holding their manuscripts in the 4th century A.D. Rather than rolling their materials, they folded sections in half. These folded leaves resembled (as you can see figure -14) four-page section of today.
The reader had to turn the leaves from right to left to read the material. A book of this folded - sheet method was called a codex. The pictures given in figure 13 and 14 are examples for a model of a codex and its folding method. Two thin caudexes were hinged together and were prepared to form a book as shown in figure - 13 below.

Figure 13 - An image of a codex

This was the first form of book and it was developed further with the introduction of parchment as writing material. Large sheets of parchment were folded and stitched as a form of book and presented sometimes as a pamphlet (see figure - 14).

You can understand the folding method of the paper clearly when you see the picture given next page.
A single leaf is folded several times and in such cases adequate space is left on the leaf for the folding and it was developed from papyrus roll to pamphlet and to the form of book that we use today, as shown in figure -14.

Although the codex is usually considered as a product of the Christian era, the records of the history reveals that hinged, waxed tablets were used by the Assyrians in the eight century B.C. However, the archeological findings, excavated in 1953 indicate that there was a wax-tablet 'book' which had 30 pages. These books have been used in the past, to keep current accounts, to record the birth information and the number of deaths after a battle.

(http://blog.paperblanks.com/2012/03/notebooks-wax-tablets/)
Figure 15 - Wax tablet books

The wax tablet books and a birth certificate on wax tablet are given in figure-15 above.

From the time being, the first movable type printing system was invented in China around 1040. This printing system used movable metal (lead,tin) pieces to produce printers and it was more efficient and flexible than wax tablets.

In the beginning, most libraries were collections of manuscripts owned by private individuals. Collections were not large as only handwritten books were available. Hence, the number of copies available in libraries were very few. Due to the lesser number of handwritten books were available, the cost of a book was also very high as the production cost is very high due to manual production. Therefore, general readers could not afford to have books in their own collections and they had to go to libraries for reference purposes.

It is recorded that the very first book to be printed in new pocket book format was Virgil's "Opera" (P. Vergili Maronis Opera) in 1501 AD.
Later, with the invention of the printing press in 1545 by Gutenberg, the growth of literature was rapid. Invention of mechanical moveable type printing press by Gutenberg led to revolution of printing activities. Not only that but also printing activities had spread to more than 236 countries in Europe and more than 20 million books have been produced. From this time onwards, it is generally assumed that the printed book was in universal use throughout Europe.

The printing press was introduced to North America in the 17th century. As a result of that, America owned the very first book, called "the Bay Psalm", published at Cambridge, Massachusetts in 1640 AD. However, until the 20th Century, hardbound copies were common to all publications. But publishers wanted to have a change and later, introduced the paperback editions to the world. Eg. A novel written by Gertrude Atherton titled "Sisters-in-Law" which was published as a paper back edition, was sold out by a ratio of 54 to 1. The secret was the low price.

Later, the cost of production of books were decreased due to the advancement of printing facilities. As the production cost was very low, multiple copies of books were printed and began to be circulated in other countries too. In the same way growth of literature increased and complexity of housing the materials in houses were also felt. With that, the concept of marketing of books came into existence. At the same time the concept of intellectual content ownership (copyright) matter was also raised as people started to sell the books and earn profit.

Within this environment, the concept of library came into existence with the intention of giving a service to readers who could not afford to buy books but who were keen to read them.

Now you have finished reading the evolution of the book from early history to date, though it is in brief form. Now your attention is drawn to the new format of the book. The next part is about the e-book which is used worldwide today.
4.2. Evolution of book to e-format

The book has enjoyed a remarkable evolution from the clay tablets to the e-book format and presented here is a snapshot of that history. The term e-book has a variety of meanings, but generally it applies to published material, such as reference books or monographs, that have been converted into digital format for electronic distribution. A simple definition for an e-book is that it is an electronic form of a book.

4.2.1. Definition for an e-book

There are a number of definitions for an e-book. An e-book is an electronic representation of a book, usually a parallel publication of a print copy, but occasionally it is 'born digital'. (Lee and Boyle, 2004)

The new Concise Oxford English Dictionary (2001) defines an e-book as 'an electronic version of a printed book which can be read on a personal computer or a handled device designed specifically for this purpose'.

An electronic book is a text- and image-based publication in digital form produced on, published by, and readable on computers or other digital devices.

E-books are usually read on dedicated hardware devices known as e-Readers or e-book devices. Personal computers and some cell phones can also be used to read e-books. (http://articles.timesofindia.indiatimes.com)

How can you use an e-book
(a) Online via web – if you have access to Internet, you can find many e-books on the web.
(b) By downloading to standard PC/mobile phone.
(c) By downloading them and reading them on generic PDAs (personal digital assistants)
(d) By downloading them and reading them on specific devices used for e-books.

Significant advantages:
- Readers can access e-books from any location at any time.
- It does not require shelf space in the library.
- It cannot be removed from the collection like a physical book.
- It cannot be damaged/torn/destroyed like a physical book.

4.2.2. An evolution of e-book

The very first e-book was produced way back in the early 1970's by the Gutenberg Project. It was created by Michael Hart in 1971 and titled as 'American Declaration of Independence' (Armstrong, 2008).

At the initiative stage of the project, they wanted to create 1 to 10 e-books, but later it was increased like that 10 to 1000 books then 1000 to 10000 books. There were three main sections in the project namely,
- Light literature section
- Heavy literature section
- Reference literature section

Alice’s adventures in wonderland, Aesop’s fables etc. were digitized in the light literature section while The Bible and Shakespeare’s work were undertaken by the Heavy literature section. Roget’s thesaurus, Almanacs, dictionaries and encyclopedias were done by the Reference section.

Later e-books were copied on CD and DVDs. "The New Grolier Electronic Encyclopedia", this has the distinction of being the very first book to be published on a CD.
Later, the audio books were made available. The project wanted to have e-books in different languages. As a result of that presently e-books are available in 25 languages.

With the introduction of very fast, high quality digital scanning systems like 'BookSnap', more books were digitized at a faster pace than ever before. As a result of the IT development, internet became commercially available in 1989. With that many e-books are made available currently on the web. If you access to this web site (http://www.gutenberg.org) you will be able to read many e-books made by the project.

There are now number of international commercial publishers who offer e-book services to libraries and directly to the public such as the Oxford University Press and Taylor & Francis. M.D.Gunasena, a Sri Lankan leading publisher is planning to launch Sri Lanka's first ever online e-Book store with the support of Etisalat. The name of the Gunasena Publisher will be added to the history as the first Sri Lankan e-book publisher in Sri Lanka.

Free e-books, e-information sources like online dictionaries, encyclopedias, bibliographies, and thesauruses are now available in the Internet. You can have experience of using them and complete the following activity.

**Activity - 2**

| Access internet and search for free e-books then prepare a list of e-books that you have accessed |

Now let us read about the book. You will be able to understand the three sections (preliminaries, text and end) of the book, different parts of each section and what are the important parts that are useful for cataloguing, when you read the next chapter.
Chapter 5

Parts of a book

Today, books come in many shapes and with different kinds of bindings. The different shapes and binding methods are dependent on many factors such as the kind of publication, the thickness of the book, and cost factors. A book bound with a hard cover is called a hard-bound book and is the most attractive and secure type of book. A number of publications today come with various soft covers. These covers come in different thickness, colours, weights and finishes. Such books are called paperback/soft bound/soft back books. It is an accepted fact that hard-bound books are more expensive than soft-bound books.

The objective of having an outer form of the book is to protect the text pages. Text pages are the most important part of a book because the subject matter is included in that part. Subject information and bibliographic information available in a book are organized and indexed by the cataloguer. Organization and indexing of bibliographic information includes cataloguing and classification. A person who does cataloguing is called a cataloguer. Every cataloguer has to read each book to get those required details for cataloguing. Therefore, the cataloguer must know where authorized information is available inside the book and get them quickly without reading the entire text.
In this instance, the cataloguer must train himself or herself to identify, certain devices peculiar to books in general and to identify them in each book he/she handles. For that cataloguer must practice technical reading. The obvious advantage of reading a book in this manner is that the cataloguer can quickly determine what the book is about, so that the cataloguer can organize information available in the publication and can pass that information on to the readers.

The printed pages in a book can be divided into three main parts:

- preliminary pages,
- text pages and
- end pages.

Usually text pages are prepared first by the author. Since preliminary pages depend on the layout of the text pages, they are added after completing the text pages. Similarly end pages are prepared and added after the text is prepared.

5.1. Preliminary pages

The first few pages of a book added after printing the text are called preliminary pages. These pages are usually numbered in Roman numerals. The importance of having these pages is that they give general information about the book.

Preliminary pages contain

- Cover page - cover title
- Half title page
- Title page
- Verso of the title page
5.1.1. **Cover Page**

A cover page is provided to protect the book. Information on the cover page is often used to attract the readers. It uses different colours, pictures and sizes of the letter to attract readers as shown in figure - 16 below.

![Cover Page](image)

**Figure 16 - Cover page**

The cover page introduces the title, author and sometimes information about the series. Book jacket or book cover (if available) has an ISBN number and a blurb which presents the summary of the content and details about the author in inside folders.
Cover title

The title printed on the cover page is called the cover title. Sometimes the cover page title differs from the title proper. However, information on the cover page is not used in cataloguing unless such information is not available elsewhere.

5.1.2. Half-title page

The half title page is the brief title printed on a leaf directly preceding the title page. It generally repeats only the main title of the book, without a subtitle and the author's name. The details available in the half title page are also not considered as important by the cataloguer.

5.1.3. Verso of the half-title page

The information on previous publications, edition, and series are given in the half title page. Previous publications of the author should be listed in chronological order according to the subject, language and form of literature.

E.g. Chronological order means the title are arranged according to the year of publication. see the examples given below.

Elements of Roman law-1982
A survey of law of.. parliamentary privileges of SL.-1993
A guide to the law of trademarks...in SL.-2003

If there are books in different languages written by the same author, those books should be listed separately.

If the same author has written books in different forms of literature such as drama, poems, novels etc, those publications should be listed as a separate list.
Some times series information, name and the e-mail address of the series editor are given there. The information about the publisher, website of the publisher, bulk ordering information, the way of requesting new titles from new authors by the publisher are also available in this page. Therefore, this page is considered as 'author page or notice page'. This page is generally unnumbered.

5.1.4. Title page
The first part of a book that the cataloguer examines in detail is usually the title page. This page occurs very near the beginning of the book and contains the most complete bibliographic information about the book. It gives authoritative information such as information on the title proper, subtitle, author or editor, publisher, place of publication. Further, author’s affiliation may sometimes be included in this page.

5.1.5. Name of the author
The first element that the cataloguer usually notices on the title page is the author whose name is often the main entry. There are single author publications, two or three author publications and more than three author publications. If it is a ten author publication which has different contributions, all names are mentioned in this page. Many early writers sometime used two or three names and have used a pet name or a nick name in their publications without using their real name. For example, a Sinhala poem 'Sudo sudu' was written by the poet, Sagara Palansuriya but published under the pseudonym of Keyas.

Some writers appear in the name of their native place or assumed names. For example, Oruwala Bandu is always known to the reader by a pseudonym and not by his real name. His real name is S.D. Wimalasiri.
Further, authors may write some books under their true names and others under assumed names or various forms of other names. Eg. James Owen Hannay writes under the pseudonym of George A. Birmingham.

This author has appeared in various forms of names too on the title pages of his books. They are:

- George A. Birmingham
- G. A. Birmingham
- James Owen Hannay
- James O. Hannay
- J. Owen Hannay
- J. O. Hannay.

In such instances, mentioning 'see and see also references' is the best solution given by the AACR2 to guide users by linking different names to known/popular names.

Information about the author can be found in the title page, write up, from the note given by the author, from the blurb and from general knowledge of the cataloguer. Therefore, it is understood that the cataloguer cannot depend only on the name of the author which appears on title page but needs more details about the author such as nationality and different names (nick name, maiden name etc.) used by the author. For an example, if the book is related to literature of any language or if it is an imaginative work the cataloguer should know the nationality of the author because many classification schemes use the device of nationality to classify literature such as novel, drama and poetry etc. See these examples,

- Sinhalese fiction - 891.483
- Tamil fiction - 894.8111
- Russian drama - 891.72

Nationality can be guessed by the language used. But if it is a translation a cataloguer need to know original language.
Further a cataloguer should know the time period that the author lived as literature can be classified not only according to the language but also to the time period.

Note this example. English fiction - 18th century - 823.5

If the cataloguer does not know the origin of the author, a cataloguer has to refer information sources such as Who's who in literature, the Cambridge guide to English literature and Internet (online-literature.com) etc. to find necessary information about the writer. The name of the writer with time period (Gertrude Atherton: 1857-1984) and small biography is given in those literature sources.

5.1.6. Title

The next important cataloguing element is the title. The title is a word or phrase or statement that indicates the content or subject of a book. It is the name of the book. It is mentioned in many places in the book namely, on the cover page, half title page, title page, spine and some times on the back side of the book. The author of the book is careful in giving a title. The title should be short because short titles are easy to remember. Sometimes it is not possible to indicate the subject of the book by giving short titles. In such cases, the subject is broken into two or three segments. The first or the leading segment is called the main title. The rest of the titles are called sub titles. According to the cataloguing rules, the main title is called the title proper. The sub title/s is called other title information.

However, the title should not mislead the readers. It should be appropriate and should be able to get the attention of the readers. There are various titles which are used in the cataloguing field except sub, parallel and alternative titles, and will be discussed later, such as filing title, uniform title, key-title, sleeve title, supplied title, collective title, series title, caption title, head title, running title, spine title etc.
5.1.7. Title proper

The title which appears on the title page is called the title proper. It is generally considered as the official title. The main reason is to consider it as the official title is that this title can be used in all library records, trade catalogues, bibliographies, indexes etc..

According to AACR2 rules the title should be written in an entry as given in the title page. The title is given by the author. Due to these, a cataloguer has no right to change the 'title proper' but sub title (other title information) can be changed. That means a cataloguer has a right to make some changes in the title by adding and omitting according to necessity. There are titles with abbreviations, symbols, dashes, brackets and in capital letters. The sentence case in word processing is used to write the title (First letter of the title and proper names in capital). Further, it is not necessary to use the same punctuation marks, same font and capitalization given in the title. However, title should be able to be read without interruption.

Further, as we live in a computerized environment today, almost all the library collections are computerized and have online searchable catalogues. Indexing is done automatically. If the brackets, slashes and symbols are available in the title proper, sometimes indexing will not be happened. Librarian or a cataloguer has to think about those changes and should be done to suit each environment.

Sometimes, as stated above (under the title) title proper may or may not adequately describe the content of the publication (see the three examples given in next page). In such cases, the cataloguer has to indicate the nature of content giving a small note in the note area or by giving a proper key word to the subject or by giving see and see also references.
Eg: 1. Title:
'A short history of Sri Lanka' - this title is self-evident as the title itself describes the content.

2. Title:
'Promise delivered' - this title is so vague. It is not self-evident as the title itself does not describe the content. The cataloguer has to go through the content and decide the subject. After that only proper key words or a note in the note area can be given in a catalogue entry explaining the subject. ('Promise delivered' is a biography)

3. Title:
රතුම් ලොබට පැඳුණු
There can be several names for one subject. Eg. The sun, or The solar system, Mathematics or Algebra.

In the same way, the above title (number 3) 'රතුම් ලොබට පැඳුණු' has two names as 'රතුම් පැඳුණු' and 'රතුම් පැඳුණු'.

Here the author has used nick title. In such cases, readers should be guided by giving more explanations.

Explanation can be given as 'Note' or users can be guided by giving 'see references' to link two terms together. The main purpose of a catalogue is to give quick access to the materials. If the reader is not guided through references or note or key word the purpose of a catalogue will be a mere inventory for the collection. Therefore, it is evident that the cataloguer should know different literary forms and should have subject knowledge as well as skills for cataloguing.
5.2. Other title information

5.2.1. Sub title

The sub title is a secondary title, often used to qualify the title proper. It can be a statement that indicates the restrictions, limitations or expansion of the main title. Other title information (sub titles) is written after the title proper proceeded by colon and space. Examine how the title is written in the examples given below.

E.g.: (i) Wild Justice: the moral lives of animals.

(ii) FOUNDATIONS AND EVALUATION: Contexts and Practices for Effective Philanthropy

(iii) ANCIENT IRRIGATION WORKS IN CEYLON: PART II; NORTHERN AND NORTH-WESTERN SECTIONS OF THE ISLAND.

When you notice the above examples, it is clear that further explanation is given by the subtitle about the content of the book. There are books that have two or more sub titles. The example (iii) given above has two sub titles. It explains that the book consists of information only on irrigation works done in the North and North Western areas of Sri Lanka. It gives the limitation of the subject and the area covered as well as about the country. It also gives important information about the other parts of the publication by stating its part as "part II" to cataloguer as well as to the readers. Such information will help the librarian to search what the 'part I' of the publication is. The librarian can add 'part I' of the above publication to the collection. Such information is very useful for the librarian when purchasing books to develop the collection.

The title can be printed on the book in any case and any font size according to the preference of the author.
But according to the AACR rules, the cataloguer has no rights to use the same style used in the title and the sub title of the publication in an entry, as mentioned earlier, under the title. The titles of the 2nd and 3rd examples are given in capital letters. The title information should always be given in lower case in an entry except in a proper noun. Note the titles written below; whole title is in lower case letters except first letter and proper nouns. Thereby the cataloguer can maintain the consistency of writing entries which is an essential part of cataloguing.

Eg. (i) Wild justice: the moral lives of animals
     (ii) Foundations and evaluation: contexts and practices for effective philanthropy
     (iii) Ancient irrigation works in Ceylon: part 11: Northern and North-western sections of the island

5.3. Different forms of titles
5.3.1. Alternative title

Sometimes a title proper can be an alternative title. It is also a form of subtitle usually introduced by “or” and was widely used before the twentieth century. See the two title pages, given in figure - 17, which have alternative titles. The way of writing alternative title in a catalogue card is 'The Ummagga Jataka, or. Story of a birth of the 'Bodhisatwa', उम्मग्गा जातक, बोधिसत्व. तुंग. उम्मग्गा जातक, बोधिसत्व. You can clearly notice that there are two titles in the alternative title separated by a 'or' and a comma (,). First title in the first example is 'The Ummagga Jataka' the other one is 'Story of a birth of the 'Bodhisatwa'. As there are two titles second title starts with capital letters.
5.3.2. Parallel title

The parallel title can be the second part of a title proper. It is written in another language or in another script. According to the AACR2, a parallel title should be written using equal sign (=) when you write it in the catalogue card. The parallel title can appear in two or three languages. See the title page given in figure -18 and the examples given below

**SHELLS OF THE SRI LANKA SEASHORE**

Including some mangrove and brackish-water forms

Malik Fernando

Figure 18 - Parallel title
Eg. (i) The history of Ceylon = අයිති යොදාන්දී
(ii) Promise Delivered = අතින්ද අයිතිදේ යොදාන්දී
(iii) Shells of the Sri Lanka seashore: including some mangrove and blackish-water forms = මිලියන්නේ නිවර්ණය නොහොත් තාත්මක සහිත්‍ය අමාත්මක අත්‍යවෂද්‍ය අතින්ද = අතින්ද අයිතිදේ කොතුරු නොහොත් නොමැතියක් පිළිබඳ අතින්ද අතින්ද අතින්ද අතින්ද අතින්ද අතින්ද අතින්ද

Now you have an idea about what a title is and various forms of titles and how to write a title in an entry.

Activity-3
Find 10 books from the library and examine titles and identify their differences and special features of the titles. Write them in the space provided thinking that it is a catalogue card. (same as example given under sub title) state the special features that you have identified from those titles in the other column. If you are unable to do that read the text again and try. First one has been done for you.

Title proper: Describing Electronic, Digital, and Other Media Using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians

<table>
<thead>
<tr>
<th>Title proper as appearing in an entry</th>
<th>Special features identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describing electronic, digital, and other media using AACR2 and RDA: a how-to-do-it manual and CD-ROM for librarians</td>
<td>Capital letters are in the middle abbreviations are available in the titles, there is a sub title</td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>
5.3.3. Verso of the title page

The verso of the title page is also an important source of information for cataloguing as it gives authorized information for the cataloguer. Details of the publisher, printer, and reprint of previous editions, ISBN, CIP, copyright statement information and copyright date are given in the verso of the title page in most books. Further, the name of the paper that was used in printing is also given there. Therefore, the information available in verso of the title page is very important to a cataloguer as well as a reader. See the figure - 1 for example and note what information is given there.

CIP

CIP stand for Cataloguing in Publication (CIP). It is a pre-prepared cataloguing entry which is useful particularly in organizing materials. The CIP record appears in the book itself, usually on the verso of the title page. The cataloguer can save the time by copying that CIP information when preparing the catalogue card. That is called copy cataloging and not original cataloguing. But many librarians cannot always copy whole CIP information available in the book because the classification number and the key words may differ. Therefore, it is necessary to do original cataloguing to maintain the consistency of records. Many libraries have their own style of creation of key words and the pattern of assigning a classification number for the library materials.
Note the examples for CIP created by Library of Congress given in figure -19.

**CIP history**

Many years back Dr. S.R. Ranganthan requested from the publishers to include a catalogue entry which is called pre-natal cataloguing in their publications (Kumar, 1990). Provision of a catalogue entry with a call number for each book when it is released, is called pre-natal cataloguing. Dr. Ranganthan introduced pre-natal cataloguing to the LIS field, and later, during the year 1958-59, the Library of Congress experimented with this in collaboration with the publishers under the topic of 'Cataloguing-in-Source'. But it was not that much successful and remained only for a short period.

However, 'Cataloguing-in-Source' was reborn in the Library of Congress in 1971, and the British programme which closely resembles the US system became fully operational in 1977. The aim of the programme is to provide bibliographic data for new books in advance of publication, and it depends heavily on the voluntary co-operation of publishers. CIP records are compiled by the Library of Congress or the British
Library Bibliographic Services from information supplied by the publisher on a standard data sheet. In the UK, a UK MARC CIP entry appears in the printed British National Bibliography.

In 1988, the British Library entered into an agreement with Book Data Ltd. which was intended to lead for improvement in both the quality of data and the coverage of the CIP information. The main objective of giving CIP information is to serve publishers, booksellers and institutional buyers including libraries by creating a database of full descriptive records. At present, the CIP programme is continuing successfully in the United States, European countries as well as in Asian countries also. In Sri Lanka, the National Library and Documentation Services Board (NLDSB) provides CIP information on request with no charge.

Further, it is easy to copy bibliographic information from CIP than wasting time to assigning classification number and key words. But it is necessary to do original cataloguing to maintain the consistency of records. Many librarians have their own style of creation of key words and the pattern of assigning a classification number for the library material. For example, the first keyword given in figure - 19 is '1. Social sciences-Research methodology'. Instead of that key word, the style of writing same keyword by some other librarian may be like 'Social science research'. The classification number assigned by DDC for that subject is 300.72. The assigned key word for class number, 001.42 is 'Research methods (general, not related to any subject like Education-research methods - 370.72 or Nursing research methods - 610.72). Normally when classifying publications librarian always try to keep all the publications which are related to one subject area are together as that facility is available in many classification schemes, with the intention of helping users.
Eg. All the books related to general research methods are kept under the 001.42 while books on Social Science Research can be gathered under the 300.72.

Therefore, copying whole CIP information is impossible as class number and key words should be changed according to authority file.

The cataloguer or librarian should prepare the authority files for cataloguing describing how to write keywords and name of the author, uniform titles, the symbols used for (dash, &, and) when writing the key words in the card. See the example given below:

- Buddhism - social aspects, or
- Buddhism and social aspects, or
- Buddhism & social aspects.

The cataloguer/librarian can use a suitable pattern of writing key word without using all patterns mentioned above. The selected pattern should be recorded in the authority file to retain consistency.

An authority file is defined as “a record of the correct forms of names, series, subjects or uniform titles used in the catalogue” (An's encyclopedic...2006). Three types of authority files are commonly used in cataloguing namely. Name Authority file, Subject Authority file, and Series Authority file.

**Place of publication**

Location of the publishing house is normally given in the title page and verso of the title page. Locations of the branches, E-mail address, telephone numbers and web address of the place of publication are also given in this page. Place of the publisher should be stated in an entry since this
information is so vital for a cataloguer. Sometimes names of several places of publication are given in title page. Eg.: SAGE (name of the publisher) – Los Angeles/London/New Delhi/Singapore/Washington DC (places of the branches of the publishing house). In such situations, the place mentioned very first should be taken as place of publication and it should be recorded in an entry in this way. (Los Angeles: SAGE)

**Date of publication**

The date of publication is important in all books except fiction because it indicates the period of the information given in the book. A reader can understand the availability of current information by observing the date. Date of publication is found in the verso of the title page. Eg. Los Angeles: SAGE, 2012

**Copyright data**

Copyright is a grant given to an author for a certain term of years by the law to protect his intellectual content ownership. The author has the right to print, copy or to sell the content of the book. But others cannot copy or sell without getting permission from the author. The way of expression of ideas by the author in the content is protected by the copyright law. The author has the right to sell or assign copyright ownership to some other person, may be a publisher or some other person who is a member of the family. The copyright notice with symbol (©) is usually printed on the verso of the title page. Note the example given below too. If several copyright dates are given, that indicates either a change in the text or a renewal of the copyright. Hence in some instances the publication date and copyright year are not the same.

Eg.: Copyright © 2001 Ray Simpson
ISBN

ISBN stands for International Standard Book Number. It is a unique numeric commercial book identifier. It has 13 digits now but earlier it had 9 digits followed by either decimal digit or a letter. Example: (i) for 10 digits - 955-593-150-X (ii) for 13 digits – 978-0-08-044717-9. Different ISBN numbers are issued for different editions and for paperback, hardbound or cloth editions.

Eg. ISBN 978-1-84920-111-7 (cloth)

Sometimes ISBN information is given with the name of the country where that particular edition was published.

Eg. 81-7829-540-7 (India–PB)

The details of the ISBN is available in verso of the title page and on the backside of the book as a digital code (machine readable code). Cataloguer has to note the relevant ISBN number when there are several numbers available in the book. The 10 digit number is built by using four parts. See the example given in figure -20 and notice the division. There are four divisions and 81 is the first division.

(1) 81 represents the country number or language identifier

(2) 7525 is the second division and it represents the publisher identifier

(3) 766, is the third division of the number and it represents the title identifier (identifies a particular title or edition of a title);
(4) The last division (the letter '0') is the check digit. Check digit is the single digit (0 or X) at the end of the ISBN which validates the ISBN.

![ISBN Diagram](image)

Figure 20 - Division of ISBN

International (ISBN) agency is responsible for all the activities related to the ISBN. But, there are over 160 ISBN offices/agencies worldwide while the head office is situated in Germany. Each ISBN agency is appointed as the exclusive agent responsible for assigning ISBNS to authors/publishers residing in their country or geographic territory. This number is assigned to the author of the publication from the ISBN agency office. The Sri Lankan agent for the ISBN number is NLDSB. Therefore, ISBN is given by the NLDSB at the request of the author.

The ten digit ISBN number started in 1965 and was used until 2007. Since 1st of January in 2007, ISBN has 13 digits with European Article Number (EAN), (see the above example for EAN).
The reason given by the ISO for introducing the 13 digit number was that because of an expected shortage in certain ISBN agencies, the IOS has decided to migrate to a thirteen-digit ISBN. Now ENA is renamed as IAN, International Article Number, even though the abbreviation 'ENA' has been retained in the ISBN. Before naming it as ISBN, it was called SBN code. Standard Book Numbering (SBN) code and it had 9 digits. SBN code was introduced by Gordon Foster. Later, 10 digit ISBN format was developed by the International Organization for Standardization (ISO), Switzerland. ISBN recognition was generated in 1967 by David Whitaker and Emery Kolty. Accordingly, it was published in 1970.(www.isbn-international.org)

Benefits of the ISBN

- It is easy to recognize each book differently from ISBN when handling many books.

- Mainly ISBN helps locating, ordering, handling and distribution of materials therefore, it saves cost and time.

- Machine readable unique number (given at the backside of the book) facilitates compilation and updating of book-trade directories, bibliographies, databases such as catalogues of books-in-print.

Dedication

Dedication is an expression of homage on the part of the author to another person. It is usually brief and is placed at the front of the book just before the preface. The biographical value of a dedication is very real if one is collecting all the information about a distinguished person. The fact that an author has dedicated his work to such a person may reveal important information to his biographer.
Write up

Write up is a description that gives details about the author. Actually, it praises the author and his work. This can be seen sometimes in the preliminary page area or some times on the back page. The information given at the write up will help the cataloguer to understand about the author and his or her career. Details about the author of the publication are very vital for the librarian for collection development as it gives authorized information about the author.

Preface

Preface gives the author's reason for writing, and his afterthoughts. Hence it is written by the author. It indicates the scope, history, and purpose of the book and class of readers for whom it is intended (Harrod's librarian glossary, 1984). It gives the present status of the subject related environment while paying tribute to the people who have helped to make the publication a success. It gives new features added to the new edition and sometimes acknowledgment also.

Abbreviations

Abbreviations are shortened forms of words. Eg. AACR (Anglo American Cataloguing Rules). It is not suitable always to use long terms in the text. Therefore, the author has to include a list of abbreviations that are used in the book with the full terms as it helps users to understand the text.

Foreword

Forward is a brief statement by a critic or colleague of the author in which authors' views are explained. The aim of the publication, its contributors and acknowledgment are available in the foreword. See the appendix - 2 for the forward.
Table of contents

Table of contents is a key to the text pages of a book. It reveals the scope of the book and how the book is organized. It is a list of chapter headings in the order in which they occur. Some books contain a brief content page as well as a detailed content page. Brief contents provide chapter headings with page numbers. Detailed contents gives detailed explanation of the topics treated in each chapter. The table of contents allows the cataloguer to see at a glance the whole field covered by the book. It is prepared by the author.

5.4. Text pages

The main part of the book is the text. This part is organized into chapters. Subject matters are presented in text pages in chapter wise form with illustrations, tables, figures, photographs, maps and plates. Hence these pages which are often called 'plates' are not numbered. The cataloguer should count the plates and record the number in the catalogue entry. Responsibility of the preparation of text pages belongs to the author of the publication. The text page part is usually printed first and hence that they are numbered in Arabic numbers. In some instances, subject matter is presented in text pages with accompanying materials such as audio, CD, DVD, guide books, practical charts, and activity books. These accompanying materials cannot be referred without the main text of the book. Eg. A TOFEL book contains audio, video tapes and practical guides.

Text pages starts from the 'introduction to the text'.

An introduction

An introduction contains information that the reader needs to know before reading the text. The preliminary note, usually following the table of contents, is called the introduction. It sometimes forms the first chapter of the book.
and gives a more elaborate development of the author's subject than the preface does. It comprehends the whole work. It may have more value to the cataloguer than the preface. This information is important to the cataloguer also in order to understand the content of the book without reading the entire book.

5.5. End pages

The end pages give additional information that would help readers in using the text, such as

- indexes (author index, subject index).
- bibliography
- webliography,
- reference list.
- reading list,
- notes
- appendices

Existence of some of these features should be noted by the cataloguer. End pages are prepared by the author/s

5.5.1. An index

(i) An index - according to the Harrod's librarians' glossary an index is a detailed alphabetical list or table of topics, names of persons, places, etc., treated or mentioned in a book or series of books, pointing out their exact positions in the volume, usually by page number but often by section, or entry, number (Harrod's librarian glossary, 1984). The index in a book may be defined as a detailed alphabetical list of names and subjects treated in the text, with exact page references. In other words, it is a reference to specific topics. Usually, there are two indexes in a book, namely the author index and subject index. Names of all contributors are listed under author index alphabetically with page numbers. Topics, sub topics
and important headings are listed in the alphabetical order in the subject/title index and readers are guided to particular information by page numbers. The cataloguer and reader can easily access to the content of the material using these indexes. If you have a specific question, an index is a good place to start finding answers.

5.5.2. **Bibliography**  
(ii) **Bibliography** - a bibliography which contains brief biographical details about the authors (Harrod's librarian glossary, 1984). It is a list of books, research papers and theses, that have been referred to by the author to write the book. It also gives the author's name, title, date and year of publication and publisher information. It is available in the end pages of the book. The importance of the bibliography given in the publication is that readers, librarian and researchers can become aware of the related books that are available on the same subject locally and internationally. It gives a reference style which can be Harvard, Chicago or APA because bibliographic information of each material should be presented using a reference style.

5.5.3. **Webiography**  
(iii) **Webiography/Webography** - is a list of hypertext links around a scientific source of information on the net (www/URLs) that have been accessed to collect information to write the book or an article by the author. These are special types of web directories that are usually produced by information professionals. These search tools provide end-users with filtered/high quality online information in a range of various topics based on their subject interest/specialization. See the example given in next page.
Webography

This webography contains links to those references and resources that are available free-of-charge, without passwords, via the World Wide Web. All resources were accessed and checked in February 2011.

001 Ali Baba http://alibaba.informatik.hu-berlin.de/


(vi) **Reference list** - a list of sources referred to and quoted by the author when writing his/her book. Generally, it is given after each chapter of the text or sometimes at the end of the text. The reference information is important for readers, librarians and researchers to understand the related books on the subject.

(vii) **Reading list** - this is also given sometimes after the reference list. This is a guide for readers who are interested in the particular subject. Further reading lists are also important for librarians for collection development.

(viii) **Note** - a 'note' is given by the author of the publication either to express thanks to the other contributors/editors or to provide some background information about the book. It is given at the end of the publication.

(ix) **Appendixes** - further clarifications on subject matter are given under appendix.
Activity - 4

Access the internet and search the following e-Encyclopedias and prepare a small webliography.

- World Book Encyclopaedia
- Columbia Encyclopaedia
- A-Z Encyclopaedia
- Legal Encyclopaedia
- E-conflict World Encyclopaedia

Now you know different parts of the preliminary pages, text pages and end pages of the book. Next chapter will be on authorship.
Chapter 6

Authorship

The author is the writer of the book or originator of a written work. The author can be a creator or producer of a work. The author may be one or more persons, a society or an institution. There are different categories of authorship such as single authorship, joint authorship, mixed authorship, shared authorship; pseudonymous authorship unknown authorship and corporate authorship. Most books are written by an individual author, called single authorship. But collaborative work with two or more persons being responsible for a work is called joint or mixed authorship.

A person who collects and puts together the writings of several authors may be said to be the author of a collection even though he has not written the text. Corporate bodies, such as societies, firms, associations, departments etc. may be considered as the authors of publications, issued in their names or by their authority. It is called corporate authorship.

The identity of the author is usually revealed on the title page. But if it is not, (as mentioned under the sub topic of 'name of the author') the cataloguer must make a careful study of the preface, introduction, write up etc. to discover the author. If the name of the author is not mentioned inside the
publication, an attempt should be made to refer other catalogues, various reference works, book reviews, Internet etc. by the cataloguer to find the name/s of the author.

However, the book is a product of written communication. The communication process begins when a person records his ideas in a written medium. The process ends when ideas contained in a book reach a reader. The communication process of a book can be divided into two segments: the production process and presentation process.

6.1. Contributors to the production process

Several persons are involved in the production process of a book as identified below. Mainly the
- Author
- Translator
- Compiler
- Editor
- Cartographer
- Photographer
- Illustrator
- Narrator
- Adaptor
- Reporter
- Forwarder

It is very important to understand the role of each person in the production process by the cataloguer as selection of headings and deciding added entries totally depend on their roles.
Author
The author is the person who records his ideas aiming at a specific audience (group of readers). The writing style should suit the targeted readership. If the text is not understood by the targeted readers the purpose of the book will be lost. The writer is responsible for the intellectual content of the book. Therefore, the copyright ownership of the content goes to the author. Hence the main entry is prepared for the author when cataloguing books.

Translator
The translator is the person who converts writing in one language into another language. No contribution is made to change the intellectual content by the translator. But an added entry is given to the translator as he/she is important.

Compiler
The role of the compiler is to gather different writings to present as a unit. It can be articles, speeches, reports or stories by several persons. Compiler sometimes attends to editorial work, but he is not expected to make any changes in the text. Therefore a compiler is not considered as an intellectual contributor.

Editor
The editor is a person who refines the writings to suit the audience. The editor does not change the ideas in the text or makes his own contributions. He is a person who makes the book more appealing to the readers and ensures that the bibliographic standards are followed. The editor is not considered as an intellectual contributor. Hence, an added entry is given to editor if necessary.
Cartographer
A cartographer is a person who is responsible for the preparation of maps and the intellectual and artistic contents of the map. In some instances cartographer is considered as an intellectual contributor. In such instances added entry is given. Eg. A book or report on archeological findings.

Photographer
A photographer is a person who takes photographs to promote understanding the text. (He also contributes to the presentation of the book). In some books, photographs are more effective than the text. Creativity of the photographer makes the photographs more effective. In such cases the photographer becomes an artistic contributor. The role of the photographer is more important when the book contains more photographs than the text. If the more effective photos are there in the book an added entry is given to photographer.

Illustrator
An illustrator is similar to the photographer. The illustrator makes a contribution to the content by drawings. The drawings can be line drawings or pictures. The contributions of the illustrator are considered artistic contributions. Illustrations are very important when publishing children's books. The cataloguer has to measure the contribution made by the cartographer, photographer and the illustrator to the content of the book when giving added entries to the publication.

Narrator
A narrator is a person who tells you what is happening in a book or a film etc.. Narration can be done in the form of written account or spoken story (real or imagined). The cataloguer has to measure the contribution made by the narrator to the content of the book when making added entries to the publication.
Adaptor

An adaptor is a person who re-writes a text, (a poem, play, novel) written by another person in his own words. It can be a simplification or an abridgement of another book or a video or a film etc.. An adaptor makes intellectual contributions to the work (book, video, film, teledrama). Therefore the main entry goes to the adaptor. Eg. A novel ‘Gamperaliya’ by Martin Wickramasinghe. A film ‘Gamperaliya’ directed by Lester James Peiris.

When you catalogue a film adopted by Lester James Peiris, main entry goes to Lester James Peris and added entry is given to the original author of the novel, Martin Wickramasinghe.

Reporter

A reporter is a person who writes a report on an event or an interview. The reporter can be a passive reporter who merely records the sayings of another person. Such a person does not make an intellectual contribution to the book. On the other hand, if he is an interactive reporter who adds his own ideas and views to the report then he is considered an intellectual contributor. The main entry goes to the interactive reporter while added entry goes to the passive reporter.

Forwarder

A forwarder is a person who forward the publication to the users by writing a forward (refer appendix 1&2 and understand his role). A forwarder can be a teacher, a friend or known person to the author. An added entry is not given for the forwarder as he does not contribute to the text.

There can be more than one person who could have made the same type of contribution or who could have played the same role. For example, a book can have two or more writers or two or more editors.
6.2. Contributors to the presentation process.

- Publisher
- Printer

**Publisher**
A publisher is a person or an organization that sponsors the production of the book. A publisher, particularly the commercial publishers are concerned with the quality of the product. They would not select a book if it has no market. They make the book attractive and create an awareness of the book through publicity and advertising. The publisher makes no contribution to the intellectual or artistic contents of a book. There are publishers who are specialized in publishing books on different subjects. Eg: Technical books – McGraw-Hill

**Printer**
A printer is the organization that produces the book by reprography such as offset printing and letter-press. The printer makes no contributions to the contents of the book. The production process can be further divided into two parts, preparation and presentation. The intellectual content makers are involved in the process of book preparation while the publisher and printer are involved in the process of presentation of the book.

Now you are aware about all the contributors who are involved in the preparation and presentation of the book and their role. It is also important to understand other elements of the book as a cataloguer.

Next chapter will be on the other elements of the book.
Chapter 7

Other elements of a book

Imprint
The place, publisher's name, and the date of publication, ordinarily printed at the foot of the title page, are called the imprint. The copyright date often found on the verso of the title page may also be a part of the imprint.

Reprint
Reprint is a production of an earlier edition of a book without alterations, using the same plate. The contents of the book is not changing therefore it is not considered as a new publication. A new title page may be used with the addition of the date of the reprint.

Dust jacket
The dust jacket is mainly used to protect the book. A brief summary of the contents of a book called a blurb and converse details about the author are given on the front and back flaps of the dust jacket. The blurb is done by the publisher and usually printed on the jacket or cover.

You should be aware of the following titles also as they are sometimes available in books.
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You should be aware of the following titles also as they are sometimes available in books.
Caption title
The caption title is usually a brief title printed on the leaf directly preceding the text of the book.

Collective title
Collective title is a title proper for an item containing several works. A collective title is a title under which articles written separately by several authors are published together. According to Harrod's librarian's glossary (1990) 'the title given to a work as a whole when that work consists of several works, each with its own title'.

Filing title
The title used to index the entries (catalogue cards) is called the filing title. It is similar to the uniform title. Eg. Under the filing term 'The tripiṭaka' all 52 volumes will be indexed even though those publications have various titles.

Head title
The head title is the title given at the top of the first page of the text.

Key-title
The unique name assigned to a serial publication, linked to the ISSN, by the International Serial Data System (iSDS). It is different from the title proper.

Running title
The title that is repeated at the top page throughout a book is called the running title. If the title page is missing, this running title is very useful and may be used by the cataloguer in lieu of the title on the title page.
Supplied title

The title provided by the cataloguer is called the supplied title (if the title is not available in the material cataloguer has to provide the title). Cataloguer can put running title, binder’s title etc. if the title proper is not available in the publication. If all these title not available in the publication cataloguer has to read the text and supply the title and catalogue the material.

Uniform title

It is a collective title by which a work has appeared under varying titles. Further, there can be a series of publication with different names but related to the main theme. Uniform titles are mainly used to catalogue sacred and musical works.

Eg. I. The Tripitaka.

There are 52 volumes (58 books) under this title and each volume has a different title. When cataloguing those 52 volumes the cataloguer has to identify one uniform title for cataloguing purposes. That is called the uniform title.

ii. The Bible

The Bible has old and new testaments and amendments etc. All works (related to the Bible) are catalogued under the main title or the uniform title.

Here both titles, ‘The Tripitaka’ and ‘The Bible’ are uniform titles.

Series title

The series title indicates the series to which the book belongs. Series information can be found in the title page, in the half title page, and sometimes in the dust jacket.

The AACR2 defines ‘series’ as:
"A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered"

Eg.: Information Professional Series - 1

A series may be written by one author and it can consist of several volumes. This is called the author's series.

Eg.: Ranganathan Series in Library Science

A series of books which has several volumes on a specific subject written by several authors, issued by a publisher is called a publisher's series.

Eg.: Blackwell Management Series

A series of books written on the same subject by an individual author or several authors, issued by a subject series name is called the subject series.

Eg.: Distance Education Series

Library users are interested in locating the different titles in the specific subject series. Therefore, "series information" is always very important to the cataloguer and an added entry is given under the series name.

**Monograph series**

A monograph series is a series of monographs with a series title as well as an individual title often issued by a university or society. (Harrod’s librarians’ glossary, 1984).

Eg.: The OUSL Monograph Series.

(See the appendix-3)
A monograph is a specialist work of writing on a single subject or an aspect of a subject, usually by a single author. Accordingly, a monograph series is the scholarly and scientific books released in successive volumes, each of which is structured like a separate book and have a separate title.

These information can be found on the title page. It can appear by the name of the institution, which are its publishers. Monograph series are usually issued with some regularity. Each issue is given a separate title and number, usually in chronological order. Patrons usually do not remember individual authors and titles of each volume but look for the relevant volume under the series name. Therefore, the cataloguer must always consider it as an important element that will help users to find the work they desire.

**Spine title/binder's title**

Spine title is lettered on the original spine of the book. This is given to identify the book when it is shelved in an upright position. The main title is given on the spine as there is not enough space to give the complete title. If the title page and other title descriptions are not available, the cataloguer can use the binder's title. But the cataloguer must be aware that this title is often not complete or accurate and that means it is not authorized information to use in a catalogue entry.

**Collation**

The collation comes as a part of the catalogue entry which specifies the volume, pages, illustrations, plates, maps, and other illustrative materials in a book. Plates and illustrations are unnumbered. The cataloguer has to count and record them. If it is a rare book or archeological findings, plates are valuable. So these elements help in determining the value of the book.
Volume
The term volume has two meanings. The first meaning of the volume is the material or physical part of the work. Second is the division of the content like vol.1 and vol.2. The volume number is important to readers as well as to the cataloguer. If two volumes are bound together, the cataloguer has to note about that in the catalogue entry.

Pagination
A system of numbers that are indicated on both sides of the page is called pagination. The page number is important when cataloguing books. Accurate paging must be used when rare books and valuable books are described because it helps the cataloguer to decide the size of the book and then to decide the value of the book. If the price is not available, it is the duty of the cataloguer to record the price of the material. If there is no any source to get the price, it can be done easily considering the number of pages. Price should be recorded in the catalogue entry in this manner. Eg.: xiv. 298p. Suppose this book has 3 unnumbered pages in the preliminary section, note how it is given in an entry; (iii), xiv. 289p. It should be given in bracket.

Illustrations
Illustrations are all kinds of display matter that is inserted into the text of the document or book. Illustrations enhance the value of the contents and make reading the text more interesting. Mostly illustrations are available in art books, travel guides, engineering drawing books etc. and nearly all books for children. The cataloguer has to record illustrations particularly in the catalogue entry as they are valuable to readers according to their necessity.

Plates
may be defined as full page illustrations usually printed on special paper on one side.
Photographs and portraits
These are available in biographical books and in art books.

Maps, plans, tables, diagrams
Maps add to the value of history, geography, and travel books and plans are important to architectural books. Tables and diagrams are noted in cataloguing statistical, mathematical and engineering works.

The cataloguer has to record all these things, photographs, portraits, maps, plans, tables and diagrams particularly in the catalogue entry as they are valuable to special readers who use special libraries.

Size
The size of the book may be shown by giving the exact measurement of its height in centimeters or by citing the number of pages. The number of pages will decide the size. It is difficult to carry, if it is a 1500 page book. But if it is a 250 pages one it is bearable. The height of the book will affect handling and shelving arrangements.

Footnotes
A footnote is a notation at the bottom of the page in a printed document. Footnotes are usually presented in smaller font than the dominant text, and they are used for a variety of purposes.

When a text has footnotes, they are indicated with various symbols or superscript numbers. The asterisk symbol, *, is a common symbol for footnotes, but a variety of symbols including daggers, †, may be used. In a text with a lot of footnotes, numbers are usually used to indicate footnotes, so that the reader can keep track of what is going on. Different styles of manuals have different rules about using footnotes. and it is important to follow style guidelines when submitting material for publication. Because footnoting can get very
complicated, most style guidelines devote at least a few pages
to the footnote. Some people avoid using footnotes at all,
while others relish footnotes, because footnotes provide a
great degree of freedom when they are used well.

One common reason for footnoting is to provide citations. In
addition to that footnotes are used to provide explanatory
information and to give source information for tables and
other elements.

Whenever an author quotes someone else or discusses
someone else's ideas, he or she is expected to provide a
citation, both to provide credit and to allow readers to
examine the source.

Some style guidelines like citations are inline in the text, as in
(eg. "(Milton. 2006)"). while others prefer to see citations
footnoted. Footnoting citations allows readers to focus on the
text, consulting the citation whenever they feel like it, rather
than being forced to read it.

The footnote citations must be added at the foot or bottom of
the same page where you have cited the sources. All first
footnote references must be cited in full.
(http://www.wisegeek.com/what-is-a-footnote.htm)

A cataloguer must identify those features also when reading a
book technically. These things help to describe subject
matters and to determine objectives of the author.

You have finished reading now about the book from cover
page to end pages. You should know different editions of the
book as it is important in cataloguing. Next chapter will be on
different editions and the outline form of making an entry.
Chapter 8

Edition of the book

The changes in the content usually of revisions, enlargements, abridgements, adaptations or new supplementary materials in addition to the text is called edition of the publication. The role played by the editor when revising and enlarging the text and adapting the text by the adaptor are very important in cataloguing as it helps to decide the heading and added entries.

- **Revised and enlarged edition** - A text that has been changed by revisions, modifications, additions, or corrections is called revised and enlarged editions.

- **Abridged edition** - A brief summary of the original text of a work is called an abridged edition. Reproduction of the fragments of a complete work is also called an abridged edition. Generally children’s stories are presented as an abridged edition.

- **Expurgated edition** - An expurgated edition means that the objectionable parts in the original text of a book have been deleted and issued as a new edition.
Adaptation

An adaptation is an edition rewritten in such a way as to adapt or adjust the text and publish in a different form. Eg. The novel 'Rangira' written by Soma Jayakody. 'Rangira' teledrama was directed by an adaptation of the novel 'Rangira'. The director/producer has to change the text in some instances to suit the teledrama and rewrite the story and produce it. Therefore, these types of adaptations are called 'retold stories'.

The text is always changed when publishing revised, enlarged, abridged editions and adaptations. New ISBN can be taken for the new edition and content ownership is also changed due to the changes made to the text. Therefore, the copyright ownership goes to the reviser and to the producer and not to the original owner of the work. Hence that ownership of the intellectual content goes to the producer of the 'Rangira' teledrama but not to the novelist. Therefore, the cataloguer must note such important matters when cataloguing different works and preparing main and added entries.

Now you have an idea about the important elements and its different editions of the book. Further, you know how to grasp important bibliographic information to write a catalogue card. In addition to that, you have an idea about different contributors and their roles. Understanding the role of the different contributors helps you to select heading for the entries.

Next step is to inform the structure of the catalogue entry and discuss how to prepare the main entry for a classified catalogue.
8.1. Outline for making a catalogue card

We have discussed the parts of a book and its contributors. Let us try to learn how we can use that information in an entry.

Now we are going to write a catalogue card. The standard size of the catalogue card is 3x5. One such card is called an entry of the catalogue. The elements available in a book have to be recorded according to an accepted way. There are universally recognized standards that the cataloguer has to follow when recording those elements in a catalogue card (entry). The cataloguer has to maintain uniformity when writing a catalogue card using those standards.

Not all specific elements are presented in every book, but all elements that are available in a book must be recorded. Recording important elements in an accepted order in all entries is the duty of the cataloguer, because contemporary cataloguing practice assumes to serve users in a better way by following practice.

8.1.1. Main parts of the catalogue entry

Basically a catalogue entry includes the following information.

<table>
<thead>
<tr>
<th>Call number</th>
<th>Description</th>
</tr>
</thead>
</table>

The structure of the catalogue entry is expanded again as given below.

<table>
<thead>
<tr>
<th>Filing term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call number</td>
</tr>
<tr>
<td>Heading code</td>
</tr>
<tr>
<td>Body</td>
</tr>
</tbody>
</table>
8.1.2. Seven areas of the entry

There is a generally accepted order to be followed when placing information about a book on a catalogue card. Mainly there are seven areas in the body part of the catalogue entry and its order is given in Table -2 below. The body of the description is organized into areas. An area contains one or more statements as given below.

Table -2 seven areas in the catalogue entry

<table>
<thead>
<tr>
<th>Body</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I</td>
<td>HEADING - title and statement of responsibility</td>
</tr>
<tr>
<td>Area II</td>
<td>BODY OF THE ENTRY - title statement and edition</td>
</tr>
<tr>
<td>Area III</td>
<td>IMPRINT AREA - publication, distribution etc</td>
</tr>
<tr>
<td>Area IV</td>
<td>COLLATION AREA - physical description</td>
</tr>
<tr>
<td>Area V</td>
<td>SERIES AREA - information on series</td>
</tr>
<tr>
<td>Area VI</td>
<td>NOTE AREA - important additional information</td>
</tr>
<tr>
<td>Area VII</td>
<td>ISBN - number and the price</td>
</tr>
</tbody>
</table>

Further, description of the seven divisions is given below.

Area I – HEADING

A. Author, or

B. Title, if author cannot be ascertained
Area II – BODY OF THE ENTRY (first paragraph of the card)
A. Title statement of authorship area
   1. Title proper
   2. Parallel title, sub title, alternative title
   3. Author statement and joint authors, if any
   4. Subsidiary authors, editors, translator, illustrator, abridger, etc., if any

B. Edition area
   1. Named (enlarged and revised edition)
   2. Numbered (5th edition)
   3. Combination of above two (5th enlarged and revised edition)
   4. Author statement relating to particular edition (reviser, illustrator), if any
   5. Illustration statement, if any

Area III - IMPRINT AREA
   1. Place of publication
   2. Name of publisher
   3. Date of publication, including copyright date, if necessary
   4. Place of printing if place of publication is unknown
   5. Name of printer if name of publisher is unknown

Area IV - COLLATION AREA (second para of the card)
   It describes the physical features of the book.
   A. Pagination of number of volumes
   B. Illustrative materials, if any
   C. Size of the book (height in centimeters)

Area V - SERIES AREA, if any
   This describes the series to which the book belongs and is called series statement.
Area VI - NOTE AREA
This is the area where 'note' is given. Each book does not require a 'note' but on special occasions, a 'note' is given. Note area is allocated to record necessary data that cannot be incorporated in the above parts of the card. The cataloguer has to decide whether a 'note' is necessary or not.

Area VII - ISBN
This is the area where the ISBN and price of the book are given.

After all these details are given, tracings can be recorded. Tracings include subject headings (Key words), added entries for joint authors, subsidiary authors etc. or title, series etc.

Now let us see how those areas are organized in the catalogue entry as paragraphs. Areas within a paragraph are separated by a point (dot), space, dash, space (. . -). The structure of the entry can be written as shown below in figure- 21.

<table>
<thead>
<tr>
<th>Class no.</th>
<th>Filing term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading Code</td>
<td>Heading</td>
</tr>
<tr>
<td></td>
<td>Area I - Area II</td>
</tr>
<tr>
<td></td>
<td>- Area III</td>
</tr>
<tr>
<td></td>
<td>Area IV - Area V</td>
</tr>
<tr>
<td></td>
<td>Area VI</td>
</tr>
<tr>
<td></td>
<td>Area VII</td>
</tr>
</tbody>
</table>

Figure 21 - Structure of an entry
An example of a (main entry for classified catalogue) catalogue card is also given in figure - 22 including all areas and call number for your information. Please note how paragraphs are separated using a point (dot), space, (.), slash (/) and body of the entry is written stating details of seven areas.

<table>
<thead>
<tr>
<th>025.524</th>
</tr>
</thead>
<tbody>
<tr>
<td>025.524 Stacey, Alison</td>
</tr>
</tbody>
</table>

Figure -22: Main entry for a classified catalogue

8.2. Call number

Call number consists of class number and heading code. Class number is given for the subject. 025.524 is the class number of the above example given in figure - 24. It is the number assigned to the subject of 'Information retrieval' by the Dewey Decimal Classification System.

Eg. 025.524

STA
8.3. Heading

The heading is the key information that is used for the identification of the book. Many readers remember the book by heading. According to Harrod's librarians' glossary, the first sequence of characters at the beginning of a catalogue entry is usually written or printed on a separate line. Heading can be the name of the principal author, title or name of the organization (corporate body). Alison Stacey is the name of the principal author of the above example.

Therefore, heading becomes 'Alison Stacey' and it is written in a catalogue entry as last name first followed by a comma (eg. Stacey, Alison).

8.3.1. Heading code

It is prepared by taking first three letters of the heading of the publication. When you refer the above example again, heading code is 'STA' since the heading is the name of the author, 'Stacey'.

8.4. Filling term

Filling term is used to arrange the entries in the catalogue. The filling term can be an author, title, corporate body, series and subject (Subject means the classification number-025.524).

8.5. Description

Description is information of the book which helps the reader to identify the book. It includes two main parts, heading and body. Heading is described above and the body gives all other bibliographic information from title information to added entry information (see the example given in figure -24).
Activity - 5

Complete this activity using the details given in the catalogue card in figure -24

Filing term:
Heading:

Statement of responsibility:
Main title:

Sub title:
Class number: Heading code:

Publisher:
Place of publication:
Date of publication: Series:
Call number: Price:
Added entries

Note for the next issues: The booklets in this series are aimed at helping beginners to the LIS profession and the students who follow LIS courses. The Introduction to cataloguing series consists of three booklets namely: Introduction to cataloguing series -1: how to read a book technically, Introduction to cataloguing series - 2: How to catalogue books selecting headings, Introduction to cataloguing series - 3: Authority control.
Appendixes

1. Title page

Quantum Chemistry

Revised Third Edition

R.K. Prasad
Former Professor of Chemistry
B.R.A. Bihar University
Muzaffarpur (Bihar)

NEW AGE INTERNATIONAL (P) LIMITED, PUBLISHERS
New Delhi • Kanpur • Kolkata • Mumbai • London • Madrid • São Paulo
2. Forward

Quantum Mechanics, Thermodynamics and Kinetics are important theoretical tools for understanding the behaviour of chemical systems. Quantum Mechanics yields vital information about structural chemistry of atoms and molecules including chemical bond. Hence the subject becomes quite basic for the entire spectrum of chemical studies. The present text by the author is welcome, particularly in view of the need to present suitable material in an appropriate manner to Indian students keeping in view their background.

It is a fairly detailed and comprehensive text. The subject matter has been divided into three parts. Part I dealing with Fundamental Principles of Quantum mechanics along with its formulation covers 65 pages. Part II deals with applications to some simple systems such as translational, vibrational and rotational motion of hydrogen and hydrogen-like atoms. Polyatomic molecules are discussed in Part II along with the mathematical background relating to approximation methods and the Theory of Angular Momentum. Part III deals with Molecular structure and Chemical Bond for diatomic as well as polyatomic molecules. Principles of Symmetry and Group theory have been discussed in a separate chapter. Basic mathematical principles relating to Determinants, Matrices and Vectors have been presented in appendices.

Professor Prasad has had a long teaching experience and hence the subject matter has been presented as clearly as possible. An important feature of the book is that detailed steps of mathematical derivations have been given which are likely to prove useful to teachers and students alike. Similarly is the case with the Problems, sufficient hints for which have been provided. Problems have been suitably chosen.

In spite of the size of the book, parts of book can be conveniently omitted depending on the nature of syllabus. The book would be useful to students and teachers alike.

R.P. Banerji
Ex-VC Chancellor
Banaras Hindu University
Varanasi
3. Monograph Series

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Monograph No.</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact of language barriers on the progress of learners following the BA degree programme: a study on access, equity and diversity</td>
<td>Vidanapathirana, U</td>
<td>01</td>
<td>Dept. of Social Studies</td>
</tr>
<tr>
<td>A method for forecasting the effects of climate change on ground water resources in SL</td>
<td>Silva, C.S. De</td>
<td>02</td>
<td>Dept. of SS</td>
</tr>
<tr>
<td>Mustard (Brassica juncea [L.] Czern &amp; Coss) Germplasm in SL and its potential uses</td>
<td>Weerakoon, S.R.</td>
<td>04</td>
<td>Dept. of Botany</td>
</tr>
<tr>
<td>Geometrical analysis and porosity model of plan knitted structures</td>
<td>Delkumburewatte, G.B.</td>
<td>05</td>
<td>Dept. of Textiles</td>
</tr>
<tr>
<td>Traffic calming: its evolution, tools used, implementation measures and applicability to Sri Lankan roads</td>
<td>Weerasekera, K.S.</td>
<td>06</td>
<td>Dept. of Civil Engineering</td>
</tr>
</tbody>
</table>
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Mrs. Dhamayothi Gumasekara is a Senior Assistant Librarian at the Open University of Sri Lanka (OUSL). She has been working in this institution since 1994. Having received her bachelor's degree in 1991 in Library and Information Science from University of Kelaniya, Masters Degree in 2003 from University of Colombo and completed her PGDDE in 2006 from OUSL.

She is a lecturer in cataloguing at the part time professional courses conducted by the Sri Lanka Library Association (SLLA) since 2010.

Her book on "How to read a book (technically)" is based on experience she has gained by practicing as a librarian and instructing the students of Library Science especially in the field of classification and cataloguing.

In most cases the title page of a book alone does not reveal the specific subject matter contained therein and also the other relevant bibliographical information required in cataloguing the book. Therefore, cataloguers are compelled to peruse through the various parts of a book for obtaining these details.

The author has introduced the different parts of a book and described their functions that are useful for cataloguers as well as students of library science. This book will also be helpful for those general readers to improve their knowledge and skills on how to get necessary information quickly and evaluate a book by perusing these parts instead of reading the whole book. The author has covered all the parts of the book i.e., front matter (preliminaries), body matter, end matter, cover and the blurb of a book.

I hope that this book will be widely read and used by trainee librarians and also by general readers interested in knowing the different parts of a book and their uses.

Prof. Jayasiri Lankage
Former University Librarian & Head of the Department of Library and Information Science, University of Kelaniya.

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